

Foreign Travel

The following MUST be completed at least 65 days prior to departure:

(BE SURE TO ALLOW ADDITIONAL TIME IF THE TRAVELER DOES NOT CURRENTLY HAVE AN OFFICIAL PASSPORT!)

1. ARIS entry into Foreign Travel Information System (FTIS). SEE FTIS DATA ENTRY INSTRUCTIONS, following (Submit hard copy of this form with the AD-202 to the Area Director's office after LAO has reviewed.)
2. A trip itinerary from the Travel Management Center.
3. AD-202, Travel Authorization, initialed by the RL Supplemental/Remarks Page. Please include the following information on the supplemental page:
 - Purpose of travel
 - Will annual leave be taken? If yes, how many hours?
 - All information requested from the FTIS Country Reference Table
 - Look at the following web site to determine the entry requirements for each country: <http://travel.state.gov/foreignentryregs.html>

The following is a list of information that needs to be included with all foreign travel requests. Please indicate **by number** on the form:

#2 list ALL cities w/in a country visiting and the dates

#4 whether Embassy or FAS support is required and if so precisely what support the traveler is requiring

#6 a contact name and phone number of a person in each city you are visiting that can reach you at that location

#7 traveler contact point prior to departure (Name, Telephone number)

#8 Emergency contact at your home office (Name, telephone and fax numbers)

Notify the LAO if a visa is needed for the trip so the Official Passport may be sent to the MWA Travel Assistant along with the rest of the paperwork.

4. If outside funds are involved:
 - Mutual benefits of travel
 - Letter of Offer
 - Conflict of Interest Analysis Form
 - Non Federal Source Report Form
 - A letter of acceptance prepared on behalf of the Area Director, per sample.
 - Statement that "Only public information will be shared and no sensitive or confidential material will be used."

Include a statement that the traveler is responsible for obtaining the correct exchange rate for all receipts. (A currency converter site: <http://www.oanda.com>)

Locations hold official passports for travelers who currently have them, so if a visa is needed, the official passport and any necessary photos need to accompany the AD-202 to the Area Office.

When the foreign travel is approved, the Area Office completes the Embassy notifications, and any other required information associated with the VISA request.

Remind the traveler that he/she is responsible for obtaining necessary immunizations (Center for Disease Control Fax Information Service: 404-332-4565; or call 404-639-3311 or 404-639-8105 to get hard copy information regarding necessary immunizations. You may also visit the CDC website at <http://www.cdc.gov/travel/index.htm>).

FOREIGN TRAVEL CHECKLIST

Name of Traveler

Destination

<u>DESCRIPTION</u>	<u>REQUIRED</u>	<u>DATE RECEIVED</u>	<u>DATE TO LAO/AREA</u>
FTIS Country Reference Table printout	____X____	_____	_____
Trip entered in FTIS	____X____	_____	_____
Complete AD202	____X____	_____	_____
Supplemental/remarks form of AD202	____X____	_____	_____
Required info from FTIS on supplemental/ remarks page	____X____	_____	_____
Country contact name and phone number	____X____	_____	_____
Place and Date of Birth	____X____	_____	_____
Visa application	_____	_____	_____
DSP-82 (passport application by mail)	_____	_____	_____
DSP- I I (passport application in person)	_____	_____	_____
Letter of Offer if outside funds	_____	_____	_____
Ethics forms completed and attached	_____	_____	_____
AD202/FTIS to RL for approval	____X____	_____	_____
FTIS approved	____X____	_____	_____
Itinerary attached to AD202/FTIS	____X____	_____	_____
Forward to LAO for approval	____X____	_____	_____
LAO reviews and forwards to ATA w/OP if visa required	____X____	_____	_____
Trip report entered in FTIS upon return	____X____	_____	_____

FTIS Data Entry Instructions

Log on to ARIS and select Travel/Passport icon.
Select "Work" "FTIS Records"
Press "Add Trip" button

Select traveler by using the Question mark (?) to query the list of employees.
By typing %lastname% (where "lastname" is the last name of the employee) and selecting "find", the system should go to the employee's name and one may press "ok" to pull that to the form.
Complete all fields marked with asterisks (*).
No need to complete location or priority fields.
In the "Comments" block, put all pertinent information such as trips to other cities within the same country, other workshops, collaborations, and annual leave. **Notes: All international meetings require a separate leg, but not all foreign meetings are international meetings. Three countries need to sponsor a meeting before it is considered "international."

Press the "Trip Legs" tab.
Select "Add Leg"
Use Alpha characters for the "Leg Codes" (ie: a, b, c)
The "Contributing Organization" information must be completed if receiving outside funds.

After all legs have been completed, return to the "list", mark the trip that you want to print, and select "prints" "FTIS".

MODIFICATION OF ACTIVE TRIP/LEG DATA

Select "Travel/Passport"
Select "Active" "FTIS Records"
Select the traveler by using the Question mark (?) to query the list of employees.
By typing %lastname% (where "lastname" is the last name of the employee) and selecting "find", the system should go to the employee's name and one may press "ok" to pull that to the form.
Mark the trip that you would like to modify.
Go to "Action" and "Create Work Record."
Program will ask if you wish to continue. Say "Yes"
Program will say that "Marked Record Processing is Complete"

RECOMMEND/APPROVE FTIS RECORDS--SIGNATURE SCREEN

Press the signature tab, add the RL signature, and return to list. This will send the FTIS record to the Area level.

INPUT OF TRIP REPORT (After travel is completed)

Select "TRAVEL/PASSPORT"
Press "WORK" "TRIP REPORT"
Press "ADD TRIP RPT"
Query for the traveler. You will see a list of his/her foreign travel.
Select the appropriate FTIS record to add the trip report.
You may either type in the information or cut and paste from a word processing document.
Press the signature tab, add the RL signature, and return to list. This will send the FTIS record to the Area level.

PASSPORT RETENTION PROCEDURE

I GENERAL INFORMATION

Passport Receipt Form: To be used when the passport is sent from one office to another.

Passport Log Sheet: This form is to be used whenever the passport has been retrieved from the Location Administrative Office safe (Retention Office) and given to the traveler or sent to the Area Office.

II PROCEDURE - RENEWAL OF OFFICIAL PASSPORT

- A. Custodian of passports in LAO Office maintain passport log with expiration dates for each passport.
- B. Eight weeks before passport is due to expire, LAO office notifies secretary/traveler of upcoming expiration.
- C. LAO Office sends DSP-82 to employee requesting completed form and two signed photos to be returned within two weeks.
- D. When completed DSP-82 and photos are received, LAO Office checks to be sure there is not a foreign trip planned for this traveler within the next six weeks for which the traveler will need the passport. If not, request the existing passport from the safe.
- E. Custodian of passports complete the Passport Log Sheet and sign out passport to individual who will be responsible for sending it with the form to Area.
- F. Fed Ex or Return Receipt mail the DSP-82, photos, and passport to Area Transportation Assistant, JoAnn Volk. Passports are **not** to be sent regular mail.
- G. When new passport is received, complete the attached Passport Receipt Form, return a copy to Area Transportation Assistant, JoAnn Giamette and give the original to person maintaining the log. Have the traveler come over to sign the passport, and if it is not necessary to return to Area for any reason, put it in the safe.
- H. Custodian of Passports complete the Passport Log Sheet, file the passport in safe, update the Passport Accountability in ARIS for the new passport indicating it is at Retention Office, and update own internal passport log entering the new passport number and expiration dates.

III PROCEDURE WHEN NO VISA IS REQUIRED

Once all paperwork is completed, travel is approved and the departure date is approaching:

- A. Secretary/LAO/Travel Assistant log onto FTIS in ARIS and check if Country Clearance has been granted. (See Attached for FAA Country Clearance Requirements). If country clearance is in the system, notify traveler to pick up passport from LAO Office.
- B. When traveler comes to pick up passport, custodian of passports retrieve passport from the safe, complete the Passport Log Sheet and have the traveler sign log before giving him/her the passport. Remind traveler that the passport must be returned 5 days after end of trip.
- C. Custodian of passports log onto FTIS and update "Passport Accountability" showing traveler has the passport. Enter in the expected return date, if not already entered, and make any further comments if necessary.
- D. Traveler **must** return passport within 5 working days of travel end date.

Custodian of passports and secretaries should track the passports to make sure they are returned. Upon return of passport, custodian of passports file passport in safe, complete Passport Log Sheet, and then log onto FTIS to update "Passport Accountability" showing passport is back at Retention Office.

IV PROCEDURE WHEN VISA REQUIRED

When submitting AD-202 and other necessary paperwork to Area for trip approval:

- A. Person submitting paperwork request passport from safe. Custodian of passports fill out the Passport Log Sheet and have the requestor sign the log before giving passport.
- B. **LAO Fed Ex or Return Receipt Requested** passport, AD-202 and other paperwork to JoAnn Volk. Passports are **not** to be sent regular mail.
- C. Secretary or LAO Office (determine at each Location) log onto FTIS in ARIS and update "Passport Accountability" by writing statement in Comments of traveler's passport record that passport was returned to Area Office for Visa processing on (date).
- D. Upon issuance of Visa, passport will be returned to Area and then Location. Custodian of passports complete Passport Log Sheet, file passport in safe, and log onto FTIS to update "passport Accountability" that passport status is in Retention Office. Also make statement in Comments that passport received from Area with Visa on (date). Tell traveler/secretary that passport w/Visa has been received.
- E. Secretary or LAO Office log onto FTIS in ARIS and check if "Country Clearance" has been granted. If country clearance is in the system, notify traveler to pick up passport.
- F. When traveler comes to pick up passport, custodian retrieves from safe and completes the Passport Log Sheet. Traveler must sign log before receiving passport. Remind traveler passport **must** be returned 5 days after trip.
- G. Custodian of passports logs onto ARIS and updates the passport accountability: choose "TRAVEL/PASSPORT", "Traveler Passport", "ARS". This brings you to the "Passport Accountability" query screen. Query for the traveler, and go to "Passport Info" tab, then click on the "Passport Status" down arrow to show that traveler has the passport. Enter in the expected return date, if not already entered, and make any further comments if necessary.
- H. Traveler **must** return passport within 5 working days of travel end date. Custodian of passports and secretaries should track these to be sure they are returned. Upon return of passport, custodian of passports files passport in safe, complete Passport Log Sheet, and then updates passport accountability showing passport is back at Retention Office, by following the steps in #7 above.

V PROCEDURES FOR COUNTRY REQUIREMENTS

Before sending AD-202 and other paperwork for foreign trips to Area for approval, first check to see if there are Visa requirements for the destination country.

- A. Log onto ARIS
- B. Go into "PASSPORT/TRAVEL" and select "Reference Tables" "Country Table". This will bring up the list of countries. Click on the query icon to input the name of the country and then press enter to bring up the information on that country. You may now select "details" to obtain the information regarding passport and visa requirements. A screen print of this information should be attached to your AD-202 and all information requested should be addressed in the remarks.
Important: Country codes in ARIS are not necessarily the same codes as in NFC Travel System. Therefore, do not use these as a reference for the codes to put on the AD-202 but rather use the codes in the NFC system (as listed in the Appendix of the NFC Title II Voucher and Invoice Payments Manual, Chapter 2, Section 1)
- C. Use the "Close door" icon on each screen to back out of the "PASSPORT/TRAVEL" section of ARIS.
- D. Log off and exit program.

VI PASSPORT TRACKING

When travel authorization is approved, you may monitor the status of the passport through "Passport Tracking Records." Country clearance must be obtained **before** passport can be released to traveler.

- A. Go into "PASSPORT/TRAVEL" and select "Status" and "Passport Tracking". Click on the traveler's name, and then press the "Passport Info" tab.
- B. Check second line from the bottom of the screen "State/Post Clearance Rec'd.": ____ Should be a date in this field unless this is one of the countries that is Seven Day Presumed Clearance Allowed.
- C. Last line of screen "Action completed and Released to Traveler: __
(Date)

If this is filled in, passport can be given to traveler. If this is blank, check to see if it is one of the countries on the seven day assumed clearance list. If not on the "assumed clearance list," the passport cannot be released to the traveler.
- D. Use the "Close door" icon on each screen to back out of the "PASSPORT/TRAVEL" section of ARIS.
- E. Log off and exit program.
- F. If clearance was assumed or on system, notify traveler to pick up passport and follow instructions on giving passport to traveler.

ADDITIONAL INFORMATION REGARDING COUNTRY CLEARANCE: USDA will assume country clearance has been granted if post does not respond within seven days on the following countries. (Therefore, you will not see Country Clearance in ARIS. You will be able to see the date that the Area Office sent the paperwork forward to headquarters, but the Country Clearance date will not be completed for these countries.)

Region	Countries
Northern Europe	Belgium (bilateral visits), Finland, Germany, Netherlands, Sweden, United Kingdom
Southern Europe	Austria, Czech Republic, Hungary, Italy, Macedonia, Moldova, Portugal, Romania, Slovak Republic, Slovenia, Spain and Switzerland
North Asia	Japan
South, Southeast Asia & Pacific	India, Malaysia, New Zealand, Pakistan, Philippines, Singapore, Thailand
Africa & Middle East	Bahrain, Kuwait, Saudi Arabia and U.A.E.
Western Hemisphere	Argentina, Canada, Chile, Costa Rica, Dominican Republic, Ecuador

The following countries require formal embassy clearance (Please allow sufficient time for clearance to be obtained, and ensure that Country Clearance has been granted in ARIS system before releasing passport to traveler.):

Northern Europe	Armenia, Belarus, Belgium USEU, Denmark, Estonia, Georgia, Ireland, Kazakhstan, Latvia, Lithuania, Norway, Poland, Russia, and Ukraine
Southern Europe	Albania, Azores, Bosnia, Herzegovina, Bulgaria, Croatia, Cyprus, France, Greece, Israel, Madeira Islands, Malta and Serbia-Montenegro.
North Asia	China, Hong Kong, South Korea, Taiwan
South, Southeast Asia & Pacific	Australia, Bangladesh, Bhutan, Brunei, Burma, Cambodia, Indonesia, Laos, Papua New Guinea, Sikkim, Sri Lanka and Vietnam
Africa & Middle East	Algeria, Angola, Botswana, Burkina Faso, Cape Verde, Cote d'Ivoire, Egypt, Gambia, Ghana, Guinea (Conakry), Guinea Bissau, Jordan Kenya, Liberia, Lesotho, Malawi, Mali Mauritania, Morocco, Mozambique, Namibia, Nigeria, Oman, Qatar Senegal, Sierra Leone, South Africa, Swaziland, Syria, Tanzania, Tunisia, Turkey, Uganda, Yemen, Zambia, Zimbabwe.
Western Hemisphere	Aruba, Barbados, Belize, Bolivia, Brazil, Colombia, Dominica, El Salvador, Grenada, Guadeloupe, Guatemala, Guyana, Haiti, Honduras, Jamaica, Martinique, Netherlands, Antilles, Nicaragua, Panama, Paraguay, Peru, St. Lucia, St. Vincent, Suriname, Trinidad & Tobago, Uruguay, Venezuela, Mexico.

REFERENCE TABLES USED

There are various codes and tables used to ensure consistency of data in FTIS. These codes and tables are available for viewing, searching and printing by all personnel. Additions, deletions and modifications to the Reference Tables can only be performed by FMD personnel.

1. From the ARIS main menu, select "TRAVEL/PASSPORT"
2. Select "Work" "FTIS" (****Start the process here!**)
3. All the Reference Tables can be printed from the menu options.
4. Press F16 (F32 where available) several times to exit to the main menu to log off FTIS.

Funding Source Table

<u>Code</u>	<u>Funding Source Text</u>
-------------	----------------------------

- | | |
|---|--|
| 1 | ARS appropriated funds |
| 2 | reimbursements from other USDA agencies |
| 3 | reimbursements from other federal agencies |
| 4 | payment in kind or funds from non-government sources |
| 5 | special foreign currency (i.e., pl-480) |
| 6 | PASA funds (aid projects) |

Contributing Organization Table

<u>Code</u>	<u>Organization Text</u>
-------------	--------------------------

- | | |
|---|--|
| 1 | other USDA agency |
| 2 | other federal government agency |
| 3 | foreign government organization |
| 4 | international organization/association |
| 5 | foreign university |
| 6 | American university |
| 7 | American non-profit organization/association |
| 8 | personal funds |
| 9 | for profit organization/association |

Purpose of Travel Table

<u>Code</u>	<u>Purpose Text</u>
-------------	---------------------

- | | |
|---|---|
| 1 | present paper at international meeting |
| 2 | attend international meeting without presenting paper |
| 3 | training |
| 4 | support ARS research program |
| 5 | travel of foreign based personnel to support ARS programs |
| 6 | support other USDA agencies |
| 7 | support other federal agency |
| 8 | requested by non-government organization |
| 9 | requested by international organization |

Reports to Complete:

1. Trip Reports Guidelines: The report should not exceed 54 lines. The report should include personnel contacted, achievements, actual cost of the trip, etc. Report should be submitted within 15 workdays of the return to Official Duty Station.

Passport Information:**

New passports (does not have personal or previous official passport) require a DSP-11 be completed. To renew official passport, complete a DSP-82. A certified copy of the traveler's birth certificate must be submitted with the application. Naturalized citizens shall submit their Certificate of Naturalization. Passport photos must be on thin paper, show full-front view of applicant with a plain light background; and must have been taken within 6 months of date submitted. (See form DSP-11 for additional information about the passport photo.) Have at least four additional prints made, since additional photos **may** be needed for visas. You may monitor the progress of a passport through the "Passport Tracking Records" as covered previously.

Within five days after traveler returns to official duty station, return official passport to the passport retention office (This could be your LAO, or your office, depending on location.)

Travel to Canada requires an official passport. Canadian travel requires:
1) ARIS FTIS entry, 2) AD-202, and 3) Travel Itinerary.

Canceling Trips:

To cancel a trip before the trip is to take place, access ARIS and go to "TRAVEL/PASSPORTS". Place cursor on the appropriate trip and select "CANCEL." This creates a work record. Go into the work record "Remarks," and give the reason for the trip being canceled. Sign off in the signature area, and this will cancel the trip with the Area Office. This method will not work once the beginning trip date has passed.



UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR ☐ PASSPORT ☐ REGISTRATION

(Type or print all capital letters in blue or black ink in white areas only)

1. NAME (First and Middle)

LAST

2. MAIL PASSPORT TO: STREET / RFD # OR P.O. BOX

APT. #

CITY

STATE

ZIP CODE

COUNTRY / IN CARE OF (if applicable)

3. SEX

☐ M ☐ F

4. PLACE OF BIRTH (City & State or City & Country)

5. DATE OF BIRTH

Month Day Year

6. SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON PAGE 2)

7. HEIGHT
Feet Inches

8. HAIR COLOR

9. EYE COLOR

10. HOME TELEPHONE

()

11. BUSINESS TELEPHONE

()

12. OCCUPATION

13. PERMANENT ADDRESS (DO NOT LIST P.O. BOX)

STREET/RFD #

CITY

STATE

ZIP CODE

14. FATHER'S FULL NAME
Last First

BIRTHPLACE

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

15. MOTHER'S FULL MAIDEN NAME
Last First

BIRTHPLACE

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

16. HAVE YOU EVER
BEEN MARRIED?

☐ Yes ☐ No

SPOUSE'S OR FORMER SPOUSE'S FULL NAME AT BIRTH
Last First

BIRTHPLACE

BIRTHDATE

U.S. CITIZEN

☐ Yes ☐ No

DATE OF MOST RECENT MARRIAGE

Month Day Year

WIDOWED/DIVORCED?

☐ Yes Give Date ☐ No

Month Day Year

17. OTHER NAMES YOU HAVE USED

(1)

(2)

18. HAVE YOU EVER BEEN ISSUED A U.S. PASSPORT?

☐ Yes ☐ No

IF YES, COMPLETE NEXT LINE AND SUBMIT PASSPORT IF AVAILABLE.

DISPOSITION

NAME IN WHICH ISSUED

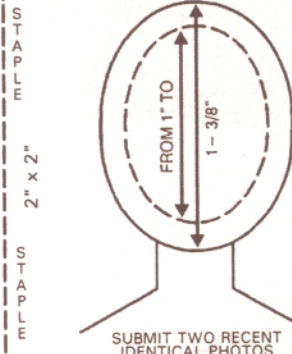
MOST RECENT PASSPORT NUMBER

APPROXIMATE ISSUE DATE

Month Day Year

☐ Submitted ☐ Stolen

☐ Lost ☐ Other _____



It is necessary to submit a statement with an application for a new passport when a previous valid or potentially valid passport cannot be presented. The statement must set forth in detail why the previous passport cannot be presented. Use Form DSP-64.

19. EMERGENCY CONTACT. If you wish, you may supply the name, address and telephone number of a person not traveling with you to be contacted in case of emergency.

NAME

STREET

CITY

STATE

ZIP CODE

TELEPHONE

()

RELATIONSHIP

20. TRAVEL PLANS (not mandatory)

Month Day Year

Date of Trip

Length of Trip

COUNTRIES TO BE VISITED

21. STOP. DO NOT SIGN APPLICATION UNTIL REQUESTED TO DO SO BY PERSON ADMINISTERING OATH. I have not, since acquiring United States citizenship, performed any of the acts listed under "Acts or Conditions" on the reverse of this application form (unless explanatory statement is attached). I solemnly swear (or affirm) that the statements made on this application are true and the photograph attached is a true likeness of me.

X _____
Parent's/Legal Guardian's Signature if identifying minor child

X _____
Applicant's Signature - age 13 or older

22. FOR ACCEPTANCE AGENT'S USE

Subscribed and sworn to (affirmed) before me

Month Day Year

(SEAL)

☐ Clerk of Court; Location _____

☐ PASSPORT Agent

☐ Postal Employee

☐ (Vice) Consul USA

(Signature of person authorized to accept application)

23. APPLICANT'S IDENTIFYING DOCUMENTS

☐ DRIVER'S LICENSE

ISSUE DATE:

Month Day Year

EXPIRATION DATE:

Month Day Year

ID No. _____

☐ PASSPORT

☐ OTHER (Specify) _____

PLACE OF ISSUE: _____

ISSUED IN THE NAME OF: _____

24. FOR ISSUING OFFICE USE ONLY (Applicant's evidence of citizenship)

☐ Birth Certificate SR CR City Filed/Issued:

☐ Passport Bearer's Name:

☐ Report of Birth

☐ Naturalization/Citizenship Cert. No.:

Issued:

☐ Other:

☐ Seen & Returned

☐ Attached

APPLICATION APPROVAL

25.

FEE _____ EXEC. _____ EF _____ OTHER _____

UNITED STATES DEPARTMENT OF STATE
PASSPORT APPLICATION
HOW TO APPLY FOR A U.S. PASSPORT

FOR INQUIRIES (A fee is charged for this service.): National Passport Information Center, 1-900-225-5674, For TDD: 1-900-225-7778 **OR** For Credit Card Users: 1-888-362-8668, For TDD: 1-888-498-3648

U.S. passports are issued only to U.S. citizens or nationals. Each person must obtain his or her own passport. **IF YOU ARE A FIRST-TIME APPLICANT**, please complete and submit this application in person. (Applicants under 13 years of age usually need not appear in person unless requested. A parent or guardian may execute the application on the child's behalf.) Each application must be accompanied by (1) **PROOF OF U.S. CITIZENSHIP**, (2) **PROOF OF IDENTITY**, (3) **TWO PHOTOGRAPHS**, (4) **FEES** (as explained below) to one of the following acceptance agents: a clerk of any Federal or State court of record or a judge or clerk of any probate court accepting applications; a designated municipal or county official; a designated postal employee at an authorized post office; or an agent at a Passport Agency in Boston, Chicago, Honolulu, Houston, Los Angeles, Miami, New Orleans, New York, Philadelphia, San Francisco, Seattle, Stamford, or Washington, D.C.; or a U.S. consular official.

IF YOU HAVE HAD A PREVIOUS PASSPORT, inquire about eligibility to use Form DSP-82 (mail-in application). Address requests for passport amendment, extension of validity, or additional visa pages to a Passport Agency or a U.S. Consulate or Embassy abroad. Check visa requirements with consular officials of countries to be visited well in advance of your departure.

(1) PROOF OF U.S. CITIZENSHIP.

(a) **APPLICANTS BORN IN THE UNITED STATES.** Submit previous U.S. passport or **certified** birth certificate. A birth certificate must include your given name and surname, date and place of birth, date the birth record was filed, and seal or other certification of the official custodian of such records. A record filed more than 1 year after the birth is acceptable if it is supported by evidence described in the next paragraph.

IF NO BIRTH RECORD EXISTS, submit registrar's notice to that effect. Also submit an early baptismal or circumcision certificate, hospital birth record, early census, school, or family Bible records, newspaper or insurance files, or notarized affidavits of persons having knowledge of your birth (preferably with at least one record listed above). Evidence should include your given name and surname, date and place of birth, and seal or other certification of office (if customary) and signature of issuing official.

(b) **APPLICANTS BORN OUTSIDE THE UNITED STATES.** Submit previous U.S. passport or Certificate of Naturalization, or Certificate of Citizenship, or a Report of Birth Abroad, or evidence described below.

IF YOU CLAIM CITIZENSHIP THROUGH NATURALIZATION OF PARENT(S), submit the Certificate(s) of Naturalization of your parent(s), your foreign birth certificate, and proof of your admission to the United States for permanent residence.

IF YOU CLAIM CITIZENSHIP THROUGH BIRTH ABROAD TO U.S. CITIZEN PARENT(S), submit a Consular Report of Birth (Form FS-240) or Certification of Birth (Form DS-1350 or FS-545), or your foreign birth certificate, parents' marriage certificate, proof of citizenship of your parent(s), and affidavit of U.S. citizen parent(s) showing all periods and places of residence/physical presence in the United States and abroad before your birth.

(2) PROOF OF IDENTITY. If you are not personally known to the acceptance agent, you must establish your identity to the agent's satisfaction. You may submit items such as the following containing your signature **AND** physical description or photograph that is a good likeness of you: previous U.S. passport; Certificate of Naturalization or of Citizenship; driver's license (not temporary or learner's license); or government (Federal, State, municipal) identification card or pass. Temporary or altered documents are not acceptable.

IF YOU CANNOT PROVE YOUR IDENTITY as stated above, you must appear with an **IDENTIFYING WITNESS** who is a U.S. citizen or permanent resident alien who has known you for at least 2 years. Your witness must prove his or her identity and complete and sign an Affidavit of Identifying Witness (Form DSP-71) before the acceptance agent. You must also submit some identification of your own.

(3) TWO PHOTOGRAPHS. Submit two identical photographs of you alone, sufficiently recent to be a good likeness (normally taken within the last 6 months); 2 x 2 inches in size, with an image size from bottom of chin to top of head (including hair) of between 1 and 1-3/8 inches. Photographs must be clear, front view, full face, taken in normal street attire without a hat or dark glasses, and printed on thin paper with a plain light (white or off-white) background. They may be black and white or color. They must be capable of withstanding a mounting temperature of 225° Fahrenheit (107° Celsius). Photographs retouched so that your appearance is changed are unacceptable. Snapshots, most vending machine prints, and magazine or full-length photographs are unacceptable.

(4) FEES. Submit \$60 if you are 16 years of age or older. The passport fee is \$45. In addition, a fee of \$15 is charged for the execution of the application. Your passport will be valid for 10 years from the date of issue except where limited by the Secretary of State to a shorter period. Submit \$40 if you are 15 years of age or younger. The passport fee is \$25 and the execution fee is \$15. Your passport will be valid for 5 years from the date of issue, except where limited as above.

Expedited service is available only in the United States. Expedite requests will be processed in 3 workdays from receipt at a Passport Agency. This service is available only for early departure, generally with proof of travel. The additional fee is \$35.

Pay the passport and execution fees in one of the following forms: Checks-personal, certified, traveler's; bank draft or cashier's check; money order-U.S. Postal, international, currency exchange; or if abroad, the foreign currency equivalent, or a check drawn on a U.S. bank.

Make passport and execution fees payable to Passport Services (except if applying at a designated acceptance facility, such as a State court or municipal office, pay execution fee as required) or the appropriate Embassy or Consulate, if abroad. Pay special postage if applicable.

An additional adjudication fee of \$100 will be charged to previously undocumented passport customers who were born outside the United States and who have not been issued any of the following documents: a U.S. passport, a Consular Report of Birth Abroad, a Certification of Report of Birth, a Certificate of Naturalization or a Certificate of Citizenship.

An additional \$15 fee will be charged when, upon request, the Department of State verifies issuance of a previous U.S. passport or Consular Report of Birth Abroad because the customer is unable to submit evidence of U.S. citizenship.

No fee is charged to applicants with U.S. Government or military authorization for no-fee passports (except designated acceptance facilities may collect the execution fee).

FEDERAL TAX LAW:

26 U.S.C. 6039E (Internal Revenue Code) requires a passport applicant to provide his/her name and social security number. If you have not been issued a social security number, enter zeros in box #6. The Department of State must provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

ACTS OR CONDITIONS

(If any of the below-mentioned acts or conditions have been performed by or apply to the applicant, the portion which applies should be lined out, and a supplementary explanatory statement under oath (or affirmation) by the applicant should be attached and made a part of this application.) I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States, or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force or overthrow, or bearing arms against, the United States, or conspiring to overthrow, put down, or to destroy by force, the Government of the United States.

WARNING: False statements made knowingly and willfully in passport applications or in affidavits or other supporting documents submitted therewith are punishable by fine and/or imprisonment under provisions of 18 USC 1001 and/or 18 USC 1542. Alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under the provisions of 18 USC 1543. The use of a passport in violation of the restrictions contained therein or of the passport regulations is punishable by fine and/or imprisonment under 18 USC 1544. All statements and documents submitted are subject to verification.

PRIVACY ACT STATEMENT:

AUTHORITIES: The information solicited on this form is requested pursuant to provisions in Titles 8, 18, and 22 of the United States Code, whether or not codified, including specifically 22 USC 211a, 212, 213, and all regulations issued pursuant to Executive Order 11295 (August 5, 1966), including Part 51, Title 22, Code of Federal Regulations (CFR). Also, as noted, 26 USC 6039E.

PURPOSE: The primary purpose for soliciting the information is to establish citizenship, identity and entitlement to issuance of a U.S. passport. The information may also be used in connection with issuing other travel documents or evidence of citizenship, and in furtherance of the Secretary's responsibility for the protection of U.S. nationals abroad. Social Security information is collected for the IRS (see above).

ROUTINE USES: The information is made available as a routine use on a need-to-know basis to personnel of the Department of State. The principal users of this information are offices within the Bureau of Consular Affairs. Information may also be provided to other government agencies having statutory or other lawful authority to gain access to such information in the performance of their official duties, pursuant to a court order, and as set forth in Part 171, Title 22 CFR.

The submission of this form is mandatory in order to obtain a U.S. passport. Individuals who fail to submit this form or who do not provide all the requested information, except that which is marked "Not Mandatory", may be denied a passport, related document, or service.

*Public reporting burden for this collection of information is estimated to average 20 minutes per response, including time required for searching existing data sources, gathering the necessary data, providing the information required, and reviewing the final collection. Send comments on the accuracy of this estimate of the burden and recommendations for reducing it to: Department of State (OIS/RA/DIR) Washington, D.C. 20520-0264, and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Paperwork Reduction Project (1405-0004), Washington, D.C. 20503.



UNITED STATES DEPARTMENT OF STATE
APPLICATION FOR PASSPORT BY MAIL

TYPE OR PRINT IN INK IN WHITE AREAS ONLY

USE BLOCK LETTERS/NUMBERS

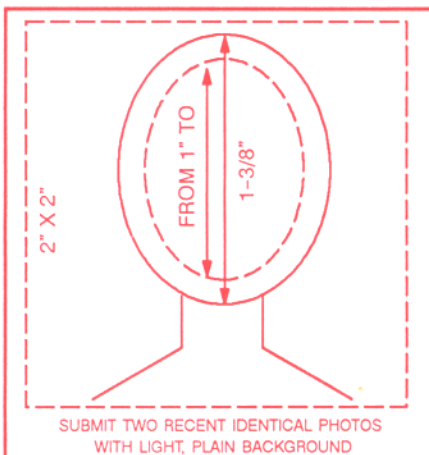
NAME	FIRST	MIDDLE
LAST		
MAIL PASSPORT TO		
STREET / RFD # OR P.O. BOX		
CITY	STATE	ZIP CODE
IN CARE OF (IF APPLICABLE)		

R D O DP Issue Date _____
End.# _____ Exp. _____

SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	PLACE OF BIRTH City & State or City & Country	DATE OF BIRTH Month Day Year	SOCIAL SECURITY NUMBER (SEE FEDERAL TAX LAW NOTICE ON REVERSE SIDE)
HEIGHT Feet Inches	HAIR COLOR	EYE COLOR	BUSINESS TELEPHONE
		HOME TELEPHONE	

NOTE: Most recent passport MUST be enclosed!

PASSPORT NUMBER	ISSUE DATE	PLACE OF ISSUANCE	OCCUPATION (Not Mandatory)
DEPARTURE DATE		TRAVEL PLANS (Not Mandatory)	LENGTH OF STAY (Not Mandatory)
PERMANENT ADDRESS (Do not list P.O.Box)		COUNTRIES TO BE VISITED	
STREET / R.F.D. #		CITY	STATE
		ZIP CODE	



NOT MANDATORY

IN CASE OF EMERGENCY WHEN TRAVELING ABROAD, NOTIFY (Person in U.S. Not Traveling With You)

NAME
STREET
CITY
STATE
ZIP CODE
TELEPHONE
RELATIONSHIP

OATH AND SIGNATURE

(If any of the below-mentioned acts or conditions have been performed by or apply to the applicant the portion which applies should be lined out, and a supplementary explanatory statement should be attached, signed, and made a part of this application.)

I have not, since acquiring United States citizenship, been naturalized as a citizen of a foreign state; taken an oath, or made an affirmation or other formal declaration of allegiance to a foreign state; entered or served in the armed forces of a foreign state; accepted or performed the duties of any office, post, or employment under the Government of a foreign state or political subdivision thereof; made a formal renunciation of nationality either in the United States or before a diplomatic or consular officer of the United States in a foreign state; or been convicted by a court or court martial of competent jurisdiction of committing any act of treason against, or attempting by force to overthrow, or bearing arms against the United States, or conspiring to overthrow, put down or destroy by force the Government of the United States.

WARNING: False statements made knowingly and willfully in passport applications or affidavits or other supporting documents are punishable by fine and/or imprisonment under the provisions of 18 USC 1001 and/or 18 USC 1542. The alteration or mutilation of a passport issued pursuant to this application is punishable by fine and/or imprisonment under 18 USC 1543. The use of a passport in violation of the restrictions therein is punishable by fine and/or imprisonment under 18 USC 1544.

DECLARATION: I declare that the statements made in this application are true and complete to the best of my knowledge and belief, that the attached photographs are a true likeness of me, and that I have not been issued or included in a passport issued subsequent to the one submitted herein.

NOTE: APPLICANT MUST SIGN & DATE

SIGNATURE

DATE

DO NOT WRITE BELOW THIS SPACE - FOR PASSPORT SERVICES USE ONLY - DO NOT WRITE BELOW THIS SPACE

Application Approval	Evidence of Name Change <input type="checkbox"/> Marriage Cert. <input type="checkbox"/> Court Order Date _____ Place _____ From _____ To _____	Fees
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WHAT DO I NEED TO SEND WITH THE APPLICATION FORM?

1. **Your most recent passport.**
2. **A marriage certificate or court order if your name has changed.**
3. **Passport fee of \$55.**
4. **Two recent (taken within the last 6 months) identical photographs with a light, plain background.**

For detailed information on the items to be included, see below.

1. **YOUR MOST RECENT PASSPORT.** Issued at age 18 or older in your current name (or see item #2 below) and issued within the past 12 years. If your passport is mutilated or damaged, you must apply on the DSP-11 Application form as specified below.
2. **A MARRIAGE CERTIFICATE OR COURT ORDER.** If the name you are currently using differs from the name on your most recent passport, you must submit a marriage certificate or court order showing the change of name. The name change document **MUST** bear the official seal of the issuing authority. Uncertified copies or notarized documents can not be accepted. All documents will be returned to you with your passport. If you are unable to document your name change in this manner, you must apply on the DSP-11 Application form by making a personal appearance at (1) a passport agency; (2) any Federal or State court of record or any probate court accepting passport applications; or (3) a Post Office which has been selected to accept passport applications.
3. **THE PASSPORT FEE OF \$40.** Enclose the \$55 passport fee in the form of a personal check or money order. **DO NOT SEND CASH.** Passport services cannot be responsible for cash sent through the mail. If you desire special postage other than first class (registered, special delivery, etc.) include the appropriate fee on the check. **THE FULL NAME AND DATE OF BIRTH OF THE APPLICANT MUST BE TYPED OR PRINTED ON THE FRONT OF THE CHECK. MAKE CHECKS PAYABLE TO PASSPORT SERVICES.**
4. **TWO RECENT IDENTICAL PHOTOGRAPHS.** The photographs must have been taken within the past six months and be a good likeness of you. The photographs must be clear with a full front view of your face and taken on a light (white or off-white) background. Photographs may be in color or black and white and the image size must correspond to the dimensions on the diagram on the front of this form. Photographs must be taken in normal street attire, showing you without headcovering unless a signed statement is submitted indicating that the headcovering is worn daily for religious or medical reasons. Dark glasses may not be worn in passport photographs unless a doctor's statement is submitted supporting the wearing of dark glasses for medical reasons.

MAIL THIS FORM TO:

National Passport Center
P.O. Box 371971
Pittsburgh, Pa. 15250-7971

DELIVERY - Other Than U.S. Postal Service

Mellon Bank
Attn: Passport Supervisor, 371971
3 Mellon Bank Center, Rm. 153-2723
Pittsburgh, Pa. 15259-0001

FOR INQUIRIES CONTACT:

National Passport Center
31 Rochester Avenue
Portsmouth, NH. 03801-2900
Telephone: (603) 334-0500

NOTICE TO APPLICANTS RESIDING ABROAD

United States citizens residing abroad **CANNOT** submit this form to the Passport Facility listed above. Such applicants should contact the nearest United States Embassy or Consulate for procedures to be followed when applying overseas.

NOTICE TO APPLICANTS FOR OFFICIAL, DIPLOMATIC, OR NO-FEE PASSPORTS

You may use this application if you meet all of the provisions listed above. Submit your U.S. Government or military authorization for a no-fee passport with your application in lieu of the passport fee. **CONSULT YOUR SPONSORING AGENCY FOR INSTRUCTIONS ON PROPER ROUTING PROCEDURES BEFORE FORWARDING THIS APPLICATION.** Your completed passport will be released to your sponsoring agency for forwarding to you.

FEDERAL TAX LAW

Section 6039E of the Internal Revenue Code of 1986 requires a passport applicant to provide his/her name, mailing address, date of birth and social security number. If you have not been issued a social security number, enter zeros in box. Passport Services will provide this information to the Internal Revenue Service routinely. Any applicant who fails to provide the required information is subject to a \$500 penalty enforced by the IRS. All questions on this matter should be referred to the nearest IRS office.

PRIVACY ACT STATEMENT

The information solicited on this form is authorized by, but not limited to, those statutes codified in Titles 8, 18, and 22, United States Code, and all predecessor statutes whether or not codified, and all regulations issued pursuant to Executive Order 11295 of August 5, 1966. The primary purpose for soliciting the information is to establish citizenship, identity, and entitlement to issuance of a United States passport or related facility, and to properly administer and enforce the laws pertaining thereto.

The information is made available as a routine use on a need-to-know basis to personnel of the Department of State and of their official duties; pursuant to a court order; and, as set other government agencies having statutory or other lawful authority to maintain such information in the performance of their official duties; pursuant to a court order; and, as set forth in Part 171, Title 22, Code of Federal Regulations (*see Federal Register, Volume 42, pages 49791 through 49795*).

Failure to provide the information requested on this form may result in the denial of a United States passport, related document, or service to the individual seeking such passport, document, or service.